



**American Embassy Maputo**  
**Mission Mozambique Vacancy Announcement No.013/13**  
**DATE: February 25, 2013**

**An Equal Opportunity Employer**

**Open To:** All Interested Candidates

**Position:** Social Media and Youth Outreach  
Coordinator  
FP-6; FSN-8

**Location:** U.S. Embassy Maputo

**Opening Date:** February 27, 2013

**Closing Date:** March 13, 2013

**Work Hours:** Full Time; 40 hours/week

**Salary:** Not-Ordinary Resident (NOR):  
Position Grade: FP-6  
Ordinary Resident (OR):  
Position Grade: FSN-8

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in Maputo is seeking one individual for the position of Social Media and Youth Outreach Coordinator.

**BASIC FUNCTION OF POSITION**

The job holder serves as the Public Affairs Social Media Coordinator, with a primary current emphasis on Facebook and Twitter, while monitoring and developing other New Media tools, and serving as the back-up coordinator for the Embassy web site and platforms including the State Department's DVC and Co.nx Webcast software. This individual also supports youth outreach programming, working closely with the Public Affairs Section's Cultural and Professional Exchange Program Coordinators to develop and implement regular youth outreach events, including through social media tools. The individual will increase the U.S. Embassy Maputo's Web-based outreach to the Mozambican community (through increased audience member numbers), and will develop new means to further increase the U.S. Embassy Maputo's reach through the development and implementation of new tools or methods. The job holder's rater is the Information Officer, and the reviewer is the Public Affairs Officer.

**A copy of the complete position description listing all duties and responsibilities is available at the Human Resources Office.**

#### **QUALIFICATIONS REQUIRED**

1. A bachelor's degree in the humanities, journalism, social sciences, media studies, communications, or arts of information technology is required.
2. Two years of previous work experience in online media, public relations, alumni, or other community-based outreach is required.
3. Level IV (fluent) written/speaking English and Portuguese is required. Local languages a plus. Applicant must be able to translate independently English language information into Portuguese for posting on Facebook and on other social media outlets, and as needed.
4. Job holder must be an "experienced" Web user, with 2 years experience in a professional setting, and be comfortable using technologies such as Facebook, Twitter, YouTube, Skype, blogs, SMS, online discussion forums, and other current Web-based formats. Applicant must have in-

depth knowledge of U.S. government, society and culture, through academic coursework and/or previous study or work in the U.S.

5. Able to work well both independently and lead and manage teams, exercise sound judgment, use initiative and creativity. Incumbent must have excellent organizational skills and must be able to prioritize tasks and activities. Incumbent must be a self-starter who can identify problems or issues with current practices and develop and implement new methods of Web-based outreach. Must be able to write concise online articles in English and Portuguese. The job holder is expected to use online help and tutorials to learn about new features in programs such as Facebook and Twitter and to learn about new media and methods of outreach, as appropriate to a Mozambican audience, as they appear and evolve.

#### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that in their application candidates address the required qualifications above.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will take into account nepotism/conflict of interest, budget, and residency status in determining a successful candidate.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizens EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above. Mozambican citizens must include a copy of their passport or birth certificate. Candidates must submit required work and/or residency permit for employment in Mozambique, as applicable.

#### **SUBMIT APPLICATION TO:**

By Hand: Human Resources Office  
U.S. Embassy  
193, Kenneth Kaunda Ave.  
Maputo

By Fax: (258) 21 49 01 14

By e-mail to: [Maphrrecruitment@state.gov](mailto:Maphrrecruitment@state.gov)

Include subject line:

**Application for Social Media and Youth Outreach Coordinator**

#### **POINT OF CONTACT**

David Reiter, HRO  
Telephone: 258-21 35 54 50  
FAX: 258-21 49 01 14

## **DEFINITIONS**

**1. Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways: Spouse or same-sex domestic partner (as defined in 3 FAM 1610); Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support; Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and, EFM (see above) at least 18 years old; and, Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

Is a U.S. citizen; and Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

Not an EFM; and,

Not on the travel orders of the sponsoring employee; and,

Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**5. Not Ordinarily Resident (NOR)** - An individual who:

Is not a citizen of the host country; and,

Does not ordinarily reside (OR, see below) in the host country; and,

Is not subject to host country employment and tax laws; and,

Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** - A Foreign National or U.S. citizen who:

Is locally resident; and,

Has legal, permanent resident status within the host country; and,

Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: MARCH 13, 2013**

An Equal Opportunity Employer

The US Mission in Mozambique provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Drafted:** HRA: CSantos  
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HRS: CCampos  
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**Distribution:** All Agencies (STATE, USAID, DAO, PC, CDC, MCC)

***PLEASE SHARE WITH FAMILY MEMBERS***